

## How-To STUDENT CENTER EAST/WEST Room reservations: (for Presidents, Treasurers, and Third officers only)

1. Go to Connect.uic.edu
2. Sign-in using your UIC netid and password
3. Click on the 3x3 grid in the top right corner
4. Click manage
5. Click on your organization
6. Click on the 3 lined drop-down menu on the left side of the page
7. Click events
8. Click "+Create Event"

Filling out the form: Broken down into Form Sections

### General Info-

1. Enter the name of your event
2. Select the theme most relevant to your event
3. Add a description that the public/members of your organization will see on your org page (note: do not enter information about the room set up, requests etc)
4. Optional: enter if any other organizations are collaborating
5. Enter the START date of the event
6. The START time
7. Enter the END date of the event
8. Enter the END time
9. Add location. NOTE: do not put the room you wish to receive, just enter "UIC" (I personally think this should be deleted because the room is not guaranteed and other than adding "UIC" it is pointless)
10. Optional: if you have multiple dates that you are requesting for i.e a weekly or monthly meeting, click "+ add another date" and repeat steps 5-8

### Event Details

11. Indicate which audience you would like your event to show to
  - a. Optional: Allow attendance to show on co-curricular
12. Optional: Select event categories and Perks

### RSVP Settings

13. Indicate who can RSVP to your event
  - a. Optional: Limit the number and/or allow guests
14. Optional: Upload a photo to draw in attention to your event

## Space Request Process: STUDENT CENTER EAST WEST ROOM

### 15. Select **Student Center East/West Room Request**

16. Enter the full name of your registered student organization (NOTE: NO ACRONYMS)
17. Please enter the FULL name (first and last) of the event contact (UIC personnel only)
18. Enter the contact person's UIC's Email
19. Enter the contact person's phone number
20. Location of Event: Choose Student Center East or Student Center West
21. Alternate Dates: Please insert an alternative date for your event, this allows for flexibility in scheduling
22. Alternative Time: Please insert an alternative time for your event
23. Estimate the number of attendees
24. Select whether or not there will be non-UIC attendees
25. Indicate the type of room set up, to find ideas of room set-ups visit <https://meetings.uic.edu/facilities/>
26. Indicate your room *preference*, this is not guaranteed, and the office will schedule the room in the space that best meets the needs of your request
27. Indicate if your organization will have food and/or beverages. Visit <https://uic.catertrax.com> to order from UIC's Chicago Catering Company.
28. Indicate if your organization needs audio visual equipment (microphones, projectors, etc) There will be a cost associated with these requests.
29. Indicate if there will be attendees with disabilities that require accommodations.
30. Indicate if there will be a guest speaker (both volunteer or paid)
  - a. If there is a guest speaker, you must provide a bio and any links to the speakers or performance.
31. Indicate if there will be fees or funds collected
32. Indicate if you will be collaborating with a partner outside of UIC
  - a. If yes, list the names of the organizations
33. Create and upload an event diagram/map that details the following:
  - a. Where activities or catering will be
  - b. Where you would like the tables, chairs, and equipment (refer back to number 25 for ideas)
  - c. Where you need power

34. Upload an event schedule that details the following as applicable:
  - a. Set-up time
  - b. Vendor arrivals
  - c. Event start time
  - d. Event timeline
  - e. Event end time
  - f. Clean-up time
  - g. Student organization contacts

**What Now?**

35. Read each statement carefully and click "I agree and understand the statement"
36. Review your event submission before submitting
37. SUBMIT!